

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held July 24, 2024 at 6:00pm virtually via ZOOM

Attendance:	Dan Sample	Shelburne
	Ralph Moore	Melancthon
	Ruth Plowright	Melancthon
	Melinda Davie	Mono
	Andrew Stirk	Amaranth
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: S. Hall and R. Stinson

Meeting called to order by Board Chair, Melinda Davie at 6:02pm.
A quorum was present.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

Board Chair, Melinda Davie stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

MOTION #1 – Moved by D. Sample seconded by R. Moore. Be it resolved we approve the agenda dated July 24, 2024 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting held May 22, 2024:

MOTION #2 – Moved by A. Stirk seconded by C. Gerrits. That the minutes of the CDRC Board of Management regular board meeting held on May 22, 2024 be approved as circulated and presented. Carried

Correspondence:

- 2023 Final Financial Statements
- Sponsorship request for Diabetes Canada 11th Annual Golf Tournament

MOTION #3 – Moved by D. Sample seconded by R. Moore. That correspondence is received and placed on file. Carried

Financial Report:

After review of the CDRC financial reports and accounts the following motion was presented.

MOTION #4 – Moved by R. Plowwright seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$135,633.16, as presented by the Facility Administration Manager. Carried

CDRC 2025 Budget Preparation

Staff is seeking assistance to prepare the upcoming and future budgets. An inquiry was sent to C. Holmes, Treasurer for Shelburne asking for input or suggestions for the Board to consider. The Board will wait for a response and discuss again at the next meeting.

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by D. Sample seconded by A. Stirk. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager’s Report:

See Schedule C

MOTION #6 - Moved by A. Stirk seconded by R. Moore. That we receive the report from the Facility Maintenance Manager. Carried

Old Business:

Staff Performance Reviews:

Staff performance reviews are coming up and an update will follow.

Strategic Plan:

Table and revisit again at a fall meeting

Confirmation by By-law:

MOTION #7 – Moved by C. Gerrits seconded by A. Stirk. Be it resolved that leave be given for the reading and enacting of by-law #05-2024 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held July 24, 2024. Carried

Adjournment:

MOTION #8- Moved by D. Sample seconded by R. Moore. That we now adjourn at 7:12pm to meet again on Wednesday, August 28, 2024 at 6:00pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – July 24, 2024

General Overview/Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- HST & WSIB quarterly returns due July 31st

- Below is a snapshot of facility rentals

Week	Floor Rental Hrs	Event/Room Oth Rentals	Pool/Room Rentals
Week: May 20-26	19	-	-
Week: May 27-June 2	15.5	1	-
Week: June 3-9	18.5	3	-
Week: June 10-16	20	2	2
Week: June 17-23	21.5	3	14
Week: June 24-30	23	3	5
Week: July 1-7	13	2	5
Week: July 8-14	11	2	2
Week: July 15-21	19	3	1

- Communications with outstanding accounts receivables
- Currently processing biweekly payroll for up to 54 staff
- As a requirement of the CSJ program, 12 Employee Declarations completed and submitted
- CDDHS commencement ceremonies on June 26th was very well attended
- TR's Lacrosse camp -3 hours daily from July 15-19
- CDRC site visit attended by new Town of Shelburne staff on July 4th and Skate Ontario/SCS on July 22nd
- Working on new advertising inquiries:
 - o Olympia will have a new advertiser
 - o Rink boards – 1 new installed, 2 more inquiries
 - o Arena stairs – revenue share with SMHA

- I reached out to the Town of Shelburne Canada Day Festival Committee to request the Free Sponsored Swim be included in the Canada Day Events advertising.
- We did a refresh of the staff room prior to the start of the summer season, includes a new desk and chalkboard wall
- Smart Serve certification completed

New Business

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Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis
To: CDRC Board of Management
Date: Wednesday July 24, 2024
Subject: Recreation Program Coordinator Report

June/July Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- Attended an Aquatic Manager course put on by the Lifesaving Society on Tuesday June 11 and Wednesday June 12, 2024. This course focused on managing aquatic settings by familiarizing individuals with the public pool regulation and how to ensure you are following it.
- The Pool opened for the season on Friday June 7, 2024. We have had many school trips scheduled throughout the last 2 weeks and the June after-school session of swimming lessons. Our schedule changes for the summer months on Friday June 28, 2024.
- Sourcing and ordering supplies for the summer day camp and coordinating guest visitors.
- Preparing instructor lesson sheets, parent emails and any additional resources needed for the start of our summer swimming lessons. Completing and submitting Lifesaving Society Test Sheets for Advanced Aquatic courses.
- Assisting with Summer Day Camp administrative duties including printing, email communication etc.
- Creating and posting signage on the pool deck and guard office area.
- Swimming lesson reports will be circulated using Swim Gen this summer. Participants will receive a code to login and view their report card following the completion of swim lessons. Continuing to build and develop our Swim Gen report card platform each session including adding new participants and documenting their code.

Seasonal Summer Staff

- Preparing for upcoming Outdoor Pool and Summer Day Camp Staff trainings, reviewing all employee manuals and content that must be covered. Below are the training dates held in June.
 - Combine Camp Training in Arthur on Saturday June 8, 2024
 - Camp games and activities training on Thursday June 13, 2024
 - Wednesday June 26 and Thursday June 27, 2024
 - In water pool staff training Thursday June 6 and 13, 2024
 - Bi weekly pool staff training conducted
- Preparing, updating and publishing Seasonal Summer Staff Schedule on Sling scheduling platform.

Summer Program Update

- Weekly drop in pickleball scheduled with minimal attendance. It appears players are beginning to use the outdoor courts with the nice weather.
- Held 3 roller skating evenings at the CDRC, minimal attendance.
- June Youth Night Out was a huge success, this month's theme was Pool Party. There were 43 kids in attendance.
- Summer swimming lessons and summer day camp are well underway with 2 sessions of swimming lessons remaining and 4.5 weeks of day camp.
- **Outdoor Pool**
 - **Aquafit**
 - 4 week aquafit session, partnership with Trainer Games Fitness Centre and the CDRC set to begin on Wednesday July 3, 2024 from 7:15-8:00am. Registration is online, drop in is available.
 - 2 additional Aquafit sessions have been added beginning the week of July 28, 2024. We will be offering 1 morning class and 1 evening class for 4 weeks.
 - Free Canada Day Swim on Monday July 1, 2024 sponsored by Tim Hortons in Shelburne.
 - Free Family Swim sponsored by Main Street Dental, Shelburne Family Chiropractic and Shelburne Optometry scheduled for Sunday July 14, 2024. Time was changed due to forecasted inclement weather.
 - Injury at the pool on Saturday July 20, 2024: Family recognized CDRC in Facebook post and google review for outstanding response. The family later dropped off a card and treats for CDRC staff.
- **Summer Day Camp**
 - Several guest visitors have been arranged to visit the CDRC Summer Day Camp including OPP, Dufferin County Paramedics, Brave Education and Party Safari
 - Offsite walking trips arranged to the Shelburne Fire Department, Shelburne Public Library and Splash Pad.
- Planning to review fall and winter programming over the coming weeks.

SCHEDULE 'C'

Facility Maintenance Managers Report –July 24, 2024

GENERAL INFORMATION

Staff scheduling and adjustments continually.

Logan Walker has accepted an offer of employment, training Logan.

Setting up CDRC programs.

Set up for high school commencement.

Opening of pool inspection public health no issues no issues.

Pool stained in deep end I believe it is in between the pool shell and the plaster the stain was not there when the pool began filling, Tried Super chlorinating, granular shocking, Granular shocking with brushing and was hoping time would of help fad. Recommend painting bottom of deep end for 2025 season for looks visual looks. Will add to capital

Truss repair complete.

Grass cutting, pool maintenance, pool dressing room cleanup 3x daily, camp cleanup daily, arena floor maintenance,

Made changes to staff room for summer staff, moving furniture painting walls adding black board, remove operator area.

Install and remove rink board signage.

Parking lot line painting.

Internet fiber has been brought to the edge of building. Mid-June

Repairing some door locks age and different application.

Water softener installation complete.

Kitchen biannual fire system inspection complete June 7

CDRC fire alarm fire extinguisher and emergency lighting inspection June 13 and 25 (replaced 1 emergency light reprogramed back up alarm control board) some further repairs are required

Asbestos abatement 1 quote. - GT Abatement \$3,500.00 (removal only)

Quote 2- Element Environmental \$2,712.00 (removal and install new silicone)

Ordered Brine pump assembly for ice plant as per Capital budget (Preventative maintenance, obsolete part, break down without part is 4-6 weeks)

Working on reports, Ward & Uptigrove, Monthly report.

Purchase some replacement tables. 4 - 6 foot 4 – 8 feet

Service roof top AC units serviced power washed clean and inspect. Fan failure replaced fan blade

Repair solar blanket winder remove and replace sheer bolt awkward area to work at. Normal fatigue on bolt.

Organizing mechanical room for less clutter now that new water softeners are in place. (limited storage area)

Broken door glass. Temper glass \$903.00

Another glass pane broken arena door individual will be paying for the glass replacement approx. \$350.00.

Deep cleaning and painting arena change rooms as time permits.

Ordering new safety padding for hockey nets.

Arena boiler transfer pump to be replaced.

Community Sport Grant Application Inquiry:

An inquiry asking if the CDRC is eligible to apply for the Community Sport Grant. D. Sample will inquire with the Town of Shelburne.

Confirmation by By-law:

MOTION #4 – Moved by C. Gerrits seconded by D. Sample. Be it resolved that leave be given for the reading and enacting of by-law #06-2024 being a by-law to confirm certain proceedings of the CDRC Board of Management for its special board meeting held September 6, 2024. Carried

Adjournment:

MOTION #5- Moved by C. Gerrits seconded by D. Sample. That we now adjourn at 4:24pm to meet again on Wednesday, September 25, 2024 at 6:00pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

Centre Dufferin Recreation Complex

REPORT

Meeting Date: September 6, 2024
To: CDRC Board of Management
From: Kim Fraser
Subject: #01-2024 Tournament Ice Rental Rates

Recommendation

Reduced ice rental rates do not apply for tournaments booked by out of area groups that do not rent ice regularly from the CDRC.

Background

The CDRC fee schedule offers a reduced ice rental rate for weekly rentals of 5 hours or more. This is the rate minor groups pay, ie: SMHA and Skate Canada Shelburne.

The hourly Prime rental rate is \$217.00 for less than 5-hours of ice rentals per week, and \$172 for 5-hours and more rented.

There are 3 tournaments booked by out of area groups that do not rent ice regularly. One tournament has 14-hours scheduled on September 27th and two are scheduled weekends in January/February.

Request

That regular ice rental rates apply to out of area groups and that the website be modified to reflect. Explore ideas during the 2025 budget process.

Supporting Documentation and Information

Link to Ice Rentals Page:

<https://www.shelburne.ca/en/explore-and-play/rentals-and-bookings.aspx?mid=36863#Ice-Rentals-Available-September---end-of-March>

Link to Orangeville:

<https://www.orangeville.ca/en/recreation/children-and-youth-programs.aspx>

Respectfully Submitted:

Kim Fraser

Facility Administration Manager

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 23, 2024 at 6:00pm in person

Attendance:	Dan Sample	Shelburne
	Robb Stinson	Shelburne
	Ruth Plowright	Melancthon
	Melinda Davie	Mono
	Andrew Stirk	Amaranth
	Chris Gerrits	Amaranth
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: S. Hall and R. Moore

Meeting called to order by Board Chair, Melinda Davie at 6:00pm.
A quorum was present.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

Board Chair, Melinda Davie stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

Agenda:

MOTION #1 – Moved by C. Gerrits seconded by A. Stirk. Be it resolved we approve the agenda dated October 23, 2024 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meetings held July 24, 2024 and September 6, 2024:

MOTION #2 – Moved by D. Sample seconded by R. Stinson. That the minutes of the CDRC Board of Management previous board meetings held on July 24, 2024 and September 6, 2024 be approved as circulated and presented. Carried

Financial Report:

CDRC 2025 Draft Budget

Staff presented and reviewed the first draft of the CDRC 2025 budget. A second draft will be presented at the next board meeting.

After reviewing the CDRC financial reports and accounts the following motion was presented.

MOTION #3 – Moved by C. Gerrits seconded by D. Sample. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$126,255.08, as presented by the Facility Administration Manager. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #4 – Moved by D. Sample seconded by A. Stirk. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator.

Carried

Facility Maintenance Manager's Report:

See Schedule C

Hall of Fame – C Gerrits and R. Plowright will report back

MOTION #5 - Moved by C. Gerrits seconded by R. Plowright. That Tradium Mechanical Inc. replace boiler as quoted \$12,690.00 plus HST. Carried

MOTION #6 - Moved by C. Gerrits seconded by A. Stirk. Be it resolved that the CDRC engage NABCO to repair the exterior front sliding doors at the \$5,168.06 quoted price, plus HST. Carried

MOTION #7 - Moved by R. Stinson seconded by R. Plowright. That we receive the report from the Facility Maintenance Manager. Carried

Old Business:

Grant Application follow up:

D. Sample will reach out to the Town of Shelburne Treasurer and see if the CDRC is eligible to apply

SMHA Business Advertising Opportunities:

The CDRC received and accepted a Business Advertising Opportunities proposal, submitted by SMHA.

On that note, CDRC staff will review rental space opportunities for the area above the doors going into the arena.

Confirmation by By-law:

MOTION #8 – Moved by A. Stirk seconded by R. Stinson. Be it resolved that leave be given for the reading and enacting of by-law #07-2024 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held October 23, 2024. Carried

Adjournment:

MOTION #9- Moved by C. Gerrits seconded by D. Sample. That we now adjourn at 7:41pm to meet again on Wednesday, November 27, 2024 at 5:30pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – October 23, 2024

General Overview/Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Ice Rental Hrs	Event/Room Oth Rentals	SMHA portion
Week: Sept 9-15	17.5	1	13
Week: Sept 16-22	29	1	19
Week: Sept 23-29	52.5	2	10
Week: Sept 30-Oct 6	50	3	19.5
Week: Oct 7-13	44	3	22
Week: Oct 14-20	48	3	27.5

- Seasonal employment ads posted and offers of employment prepared for seasonal operators
- Would like utilize an existing staff member on a short-term basis to establish the job duties for the admin support position
- Elections Canda – poll site confirmation
- Roof project – grant reporting for claim submission
- CSJ 2024 – 12 final claim reports submitted
- Sponsorship/advertising - revenue share w/SMHA for stairs and rink boards
- Met with SMHA on Aug 23rd for a preseason discussion to establish needs for both CDRC and SMHA
- Communicated with seasonal ice rental user groups to establish schedules and prepared rental contracts
- Ice rental scheduling – communicating with other groups to maximize rental potential
 - o Oville MHA tournament Sept 27-29 – 29 hours rented
 - o HMHA filling in some gaps – 18 hours rented in October
- Prepared Pro Shop lease agreement for Sept 2024-Mar 2025 season
- Town of Shelburne will have a new website design in January 2025
- CDRC 2025 draft budget preparation – rental rate comparisons/rental rate list

New rentals:

- Free Community Yoga (sponsored) – Mondays in T&C
- Creemore Coytes Senior Hockey Club – weekly practice (potential)
- CDDHS varsity boys and girls
- Sledge hockey in November – CDDHS and HHES
- Glenbrook – kindergarten and HHES intermediate scheduled in 2025
- CDDHS Commencement ceremony June 25, 2025

New Business

- Insurance renewal application/questionnaires – to be completed and returned prior to November 1st
- Winter maintenance contract – prepare and submit
- Quarterly reporting – WSIB and HST due Oct 31st
- Credit card increase to \$3k – a report will follow
- CSJ 2025 applications open November 18 – December 19, 2025

Kim Fraser, Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday October 23, 2024

Subject: Recreation Program Coordinator Report

September/October Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to update the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- Wrap up and evaluation of the summer 2024 season. Beginning brainstorm ideas for 2025.
- Preparation for the budget document. Gathered necessary numbers and information.
- Virtual meeting with Elevation Athletics to discuss their program offerings and gather more information on the services they offer.
- Sling: Assist Marty with implementation of Sling scheduling software for all arena maintenance staff.
- Discussion with the Shelburne Free Press regarding the 2025 Spring/Summer Recreation Guide. Scheduled to be distributed on Thursday March 27, 2025.
- Upcoming Free Halloween Family Skate on Sunday October 27, 2024, from 2:30-4:00pm sponsored by Tim Hortons.
- Preparation for fall/winter programs including:
 - Scheduling staff for upcoming programs
 - Preparing documents and day plans
 - Building activity registrations on Active Net software
 - Circulating emails for those who may be interested in registering
 - Promotion on social media (Facebook and Instagram)
 - Updates on our lobby events board (TV)
 - Updating Epack for each upcoming camp program, inviting registrants to complete their profile and ensure completion prior to arrival at camp

Registered Fall/Winter Programming

Below is a snapshot of the upcoming programs scheduled at the CDRC.

1. Youth Night Out:
 - a. Glow Skate – September 20 (35 participants)
 - b. Tote Bag Paining – October 18 (16 participants)
 - c. Glow Skate – Scheduled for Monday December 23, 2024
2. Power Skating with Susan Ritchies Power Skating Techniques
 - a. Friday October 25
 - i. 9:45-10:45am – 17 participants
 - ii. 11:00-12:00pm – 16 participants
 - iii. 12:15-1:15pm – 13 participants
 - b. Friday November 29 – registration open
3. Babysitter Training Course – Friday October 25
4. Drop In Skating
 - a. Public Skate, Parent and Tot Skate, Adult Skate and 55+ Shiny Hockey began the week of October 14, 2024

- 5. PA Day Camp
 - a. Friday October 25, 2024
 - b. Friday November 29, 2024
- 6. Winter Program Registration – opens November 4, 2024
 - a. Winter Break Camp
 - b. Home Alone Safety for Kids – schedule Monday December 30, 2024
 - c. Youth Learn 2 Play Pickleball – begins January 22, 2025
 - d. Adult Learn 2 Play Pickleball (2 sessions) begins January 22, 2025
 - e. Youth Nights (January-March)
 - f. Standard First Aid CPR-C/AED course scheduled for Monday December 30, 2024
 - g. Additional programs to be added.

Snapshot of Drop In Program Attendance

Below is a snapshot of the attendees for drop in CDRC programs.

# of participants on each date	
Program	Oct.16/24
Adult Skate	2
Parent/Tot	2
Drop In Pickleball	0

# of participants on each date	
Program	Oct.18/24
Public Skate	10
55+ Shinny	14
Drop In Pickleball	0

SCHEDULE 'C'

Facility Maintenance Managers Report –October 23, 2024

GENERAL INFORMATION

Working on Budget and capital planning Chats with Randy
Daily cleaning
Arena start-up had no issues, went as planned.
Regular ice maintenance edging, flooding and scraps. Warm September high humidity in the arena.
Grass trimming berm and pool bleacher areas
Rink board signage oversaw install and had some low-quality plastic covering replaced.
Repaired broken floor tiles in elevator
Some cleaning of rafters above bleachers.
Replaced old, rusted bleacher gas heater exhaust pipe.
Asbestos abatement removed Sept 12, 2024
Deep cleaning and painting arena walls change rooms as time permits.
Arena boiler transfer pump replaced by staff
Descaling 2x boilers in-house.
SMHA good pre hockey season meeting discussed scheduling, behaviours, routine daily expectations.
New business Hall of fame can we incorporate memorials to be included. Draft policy criteria
Boilers break down.
Behaviours of fans. Can we ask a Shelburne town council representative during a police board meeting to increase walk through at the arena during games or when requested.
Sage business level of use has been increased can now look at reports and general ledges.
2x new PT Operator did not work out. 1 unreliable other did not sign back offer.
Additional staff still required.
Changed over to the new payroll app and scheduling time consuming will get better hopefully.
Pool closing winterizing pipes and pump room blowing out lines shared compressor with town.
Chemicals for condensers' new product cost \$800.00 annually.
Dressing room hockey wall boards
New brine pump in house as old was obsolete and parts for repair not available (Part of capital)

New business
Boilers repairs
Front sliding doors repair

Marty Lamers
Facility Maintenance Manager